

TRAVEL VOUCHER <i>(Read the Privacy Act Statement on the back)</i>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE		2. TYPE OF TRAVEL <input type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		3. VOUCHER NO. 4. SCHEDULE NO.	
T R A V E L P A Y E E	5. a. NAME (Last, first middle initial) <div style="border: 1px solid black; height: 30px; width: 100%;"></div>			b. SOCIAL SECURITY NO. <div style="border: 1px solid black; height: 30px; width: 100%;"></div>		6. PERIOD OF TRAVEL a. FROM <div style="border: 1px solid black; width: 100px; height: 20px;"></div> b. TO <div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
	c. MAILING ADDRESS (Include ZIP Code) <div style="border: 1px solid black; height: 40px; width: 100%;"></div>			d. OFFICE TELEPHONE NO. <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		7. TRAVEL AUTHORIZATION a. NUMBER(S) <div style="border: 1px solid black; width: 100px; height: 40px;"></div> b. DATE(S) <div style="border: 1px solid black; width: 100px; height: 40px;"></div>	
	e. PRESENT DUTY STATION <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		f. RESIDENCE (City and State) <div style="border: 1px solid black; height: 40px; width: 100%;"></div>				
	8. TRAVEL ADVANCE a. Outstanding <div style="border: 1px solid black; width: 100px; height: 20px;"></div> b. Amount to be applied <div style="border: 1px solid black; width: 100px; height: 20px;"></div> c. Amount due Government <div style="border: 1px solid black; width: 100px; height: 20px;"></div> <i>(Attached)</i> <input type="checkbox"/> Check <input type="checkbox"/> Cash d. Balance outstanding <div style="border: 1px solid black; width: 100px; height: 20px;"></div>		9. CASH PAYMENT RECEIPT a. DATE RECEIVED <div style="border: 1px solid black; width: 100px; height: 20px;"></div> b. AMOUNT RECEIVED <div style="border: 1px solid black; width: 100px; height: 20px;"></div> \$ c. PAYEE'S SIGNATURE <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		10. CHECK NO. 11. PAID BY		
12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH <i>(List by number below and attach passenger coupon, if cash is used show claim on reverse side.)</i>							
I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7)							
		AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER <i>(Initials)</i> ((b))	MODE, CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> FROM (e) </div> <div style="width: 45%; text-align: center;"> TO (f) </div> </div>	
13. I certify that this voucher is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.							
TRAVELER SIGN HERE					DATE	AMOUNT CLAIMED	\$
NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$30,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).							
14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).					17. FOR FINANCE OFFICE USE ONLY COMPUTATION a. DIFFERENCES IF ANY (Explain and show amount)		
APPROVING OFFICIAL SIGN HERE					DATE		
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION a. VOUCHER NO. <div style="border: 1px solid black; width: 100px; height: 20px;"></div> b. D.O. SYMBOL <div style="border: 1px solid black; width: 100px; height: 20px;"></div> c. MONTH & YEAR <div style="border: 1px solid black; width: 100px; height: 20px;"></div>					b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION <i>Certifier's Initials</i>		
16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT AUTHORIZED CERTIFYING OFFICIAL SIGN HERE					c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol):		
DATE					d. NET TO TRAVELER		
18. ACCOUNTING CLASSIFICATION							